



IN REPLY REFER TO:

United States Department of the Interior

NATIONAL PARK SERVICE

1849 C Street, N.W.
Washington, D.C. 20240

Director's Order #44: Personal Property Management

Approved: /s/ Fran P. Mainella
Director

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This is an updated edition of Director's Order #44, which was first approved December 31, 1997. It must be used in conjunction with Personal Property Management Handbook #44 and Personal Property Management Technical and Information Notices, which can be accessed through the NPS policy web site (www.nps.gov/policy).

1. Objectives

The objectives of this Director's Orders are to:

- (1) set forth the National Park Service's (NPS) policy and required procedures for managing an effective property management program within the NPS;
- (2) establish a system of internal instructions and provide guidance to help ensure that managers and other personnel performing property management functions have a clear understanding of the General Services Administration (GSA), Office of Management and Budget (OMB) and Departmental policies and procedures;
- (3) help ensure that internal control measures are in place to protect Government assets and to prevent fraud, waste and abuse of personal property and;
- (4) designate and prescribe specific responsibilities for the NPS Property Management Officer and NPS Property Administrators.

Most property management policies, procedures and requirements are imposed on NPS employees by higher authorities such as GSA, OMB and the Department. This Director's Order contains only those that are most frequently at issue, or that are within the Director's discretionary authority to issue. For a more comprehensive compilation of instructions and requirements, employees must refer to the [Personal Property Management Handbook No. 44.](#)

2. Authority to Issue this Director's Order

Authority to issue this Director's Order is found in 16 U.S.C. 1 through 4 (the National Park Service Organic Act) and in Part 245 of the Department of the Interior Manual.

3. Instructions/Requirements/Policies

The NPS Property Management Officer will develop and issue a Handbook No. 44 to provide detailed instructions regarding the implementation of existing GSA, OMB, Departmental and NPS policies and procedures governing personal property management. Handbook No. 44 will be used in conjunction with this Director's Order, and NPS employees will comply with all policies and required procedures contained therein.

3.1 Accountability Structure

The NPS will establish the proper accountability structure at the headquarters office, each region/center office and/or park/unit to facilitate control and accountability of personal property, in accordance with Section 1 of the Personal Property Management Handbook No. 44 and Department of the Interior Property Management Directives. Personnel responsible for property management functions will be held accountable and financially liable for any missing, lost or damaged property, if such loss was the result of simple or gross negligence or neglect, or was the result of failure to install management controls necessary to ensure the safeguarding and maintenance of Government property under their control.

3.2 Property Management Responsibilities and Designations

3.2a Property Management Officer: The Property Management Program Manager is designated as the Property Management Officer for the National Park Service. The Property Management Officer is:

- (1) the management official with the day-to-day responsibility for the overall property management program within the NPS;
- (2) fully responsible for the overall administration, coordination, and control of the NPS property management program;
- (3) the Director's representative in the implementation of Departmental policy and procedures concerning property management; and
- (4) responsible for the issuance of any Service-wide instructions required for implementation of Departmental policy and procedures concerning property management.

3.2b Property Administrator: Each Regional Director/Center Manager is designated as the Property Administrator of his or her region or center. The Associate Director for Administration, Business Practices, and Workforce Development is designated as the Property Administrator at the headquarters level. Property Administrators are responsible for:

- (1) overall administration, coordination and control of the property management program, and ensuring that required property accountability records are maintained and that required reports are submitted for a given organizational and/or geographical area;
- (2) implementing property management policy and procedures, and providing guidance to subordinate or serviced organizational elements within their area of control, as provided by the Property Management Officer;
- (3) ensuring that all actions are taken to maintain the integrity of the property management program, and that Government property is managed to provide optimum protection against fraud, waste, and abuse;
- (4) providing oversight of the property management program and disseminating information to subordinate or serviced organizational components as provided by the Property Management Officer;
- (5) ensuring that required physical inventories are conducted within their jurisdiction and that discrepancies are appropriately reconciled; and
- (6) designating, in writing, Property Managers and Accountable Officers at the regional/center, and park locations.

3.3 Employee Accountability

To help ensure compliance with mandatory elements of this Director's Order, property management duties and responsibilities will be reflected in the position description and/or as a critical result in the Employee Performance Plan and Results Report for all employees responsible for and/or performing primary property management functions.

3.4 Property Accountability System

All system-controlled property must be controlled in a formal property accountability system, which has been approved by the Director, Office of Acquisition and Property Management, in accordance with Departmental Manual 410 DM 114-60.200. The only approved property accountability system for the NPS is the Federal Financial System/Fixed Assets Subsystem (FAS).

3.5 Sensitive Property

The NPS sensitive property list is as follows. These items must be maintained in the FAS system or its successor, regardless of the costs or value of the items:

- (1) firearms
- (2) monitors
- (3) laptop and personal computers
- (4) printers
- (5) motor vehicles
- (6) motor scooters
- (7) boats
- (8) cameras & camcorders

Managers and supervisors are responsible for, and will be held accountable for, establishing controls over the acquisition, storage, issue, use, and return of sensitive property. If there are other property items(s) that managers and supervisors characterize as sensitive in nature, but are not listed above, a list of those items will be maintained in accordance with Section 2 of Handbook No. 44.

3.6 Purchase of Personal Property with the Government-wide Purchase Card

The Government-wide purchase card may be used to acquire personal property items in accordance with Section 5 of Handbook No. 44, Federal Acquisition Regulations, Departmental Directives, and within the limits of the purchase card single purchase threshold. Sensitive property (with the exception of firearms) may be purchased only by a Warranted Contracting Officer. No one may use the purchase card to purchase firearms.

3.7 Accountability for Personal Property

Managers at all levels will be held accountable for all property under their control. They must ensure that all employees are aware of their responsibilities and are held accountable for the proper use and care of Government-owned or leased property in their possession.

3.8 Use of Government-owned Property is Restricted to Official Purposes

In accordance with Departmental Manual 410 DM 114-60.207, no manager or employee of the NPS may use or authorize the use of Government-owned property for other than official purposes (also see 18 U.S.C. 641). However, in accordance with the Departmental Manual 410 DM 2, "[Limited Personal Use of Government Office Equipment and Library Collections](#)," dated November 5, 2002, limited personal use of Government office equipment is allowable as long as the use occurs on non-duty time, does not interfere with official business, is not a commercial gain activity or otherwise prohibited, and the expense to the Government is negligible. Managers and supervisors may place additional restrictions on employee use of Government office equipment and library collections for personal purposes only in instances of abuse or in order to meet management needs and mission objectives. The 410 DM 2 Manual section does not replace the memorandum dated June 14, 2000, subject: "[Policies on Limited Use of Government Equipment and Telephone Use](#)."

3.9 Transfer of Accountability for Personal Property

When an Accountable, Custodial, or Liaison Officer is to be relieved of accountability, the outgoing Officer is responsible for conducting a 100 percent inventory and ensuring that property records are reconciled in accordance with the detailed instructions found in Section 2 of Handbook No.44 and the Departmental Manual 410 DM 114-60.203.

3.10 Annual Inventories of Personal Property

A 100 percent physical inventory of accountable property, to include firearms, must be conducted by September 30 of each year, in accordance with the detailed instructions found in Section 3 of Handbook No. 44.

3.11 Purchase of NPS Owned Firearms

All firearms purchased by the parks for use by park personnel will be shipped directly from the manufacturer to the park. The park is responsible for accountability and having these weapons inspected and test fired by a certified NPS armorer before they are issued to park staff. This paragraph supersedes Section 3.9 "Centralized Receiving Point for All NPS Owned Firearms" of the December 31, 1997, edition of Director's Order #44. The NPS Central Firearms Cache Coordinator at the Federal Law Enforcement Training Center (FLETC) is no longer designated as the Firearms Receiving Officer for all firearms purchased by the NPS.

3.12 Centralized Disposition Center for the Destruction of NPS Firearms

All excess firearms, excluding museum and U.S. Park Police seized firearms, will be sent directly to the Firearm Disposition Center for processing at the Springfield Armory. Some firearms will be deaccessioned and added to the Armory's museum collection. The others will be destroyed. Requirements regarding the shipment of firearms are prescribed in Section 9 of Handbook No. 44.

3.13 Transportation of Non-Official Passengers

NPS employees may transport non-official passengers when necessary to prevent the loss of life or property. The Departmental Manual 410 DM 114-6.402-51 allows that non-official passengers may be transported in non-emergency conditions only if the bureau head has established written policies concerning such transportation. In accordance with this DM provision, it is the policy of the NPS to allow employees on duty or in travel status to transport non-official passengers in Government-owned or -leased vehicles, provided that all of the following requirements are met:

- (1) Space is available in the vehicle and not needed in connection with the accomplishment of official business.
- (2) The transportation is without expense to the Government.
- (3) The transportation will not result in the delay of Government business or the taking of circuitous routes.
- (4) The transportation will not involve private profit-seeking activities or commercial dealings other than consumer purchases.
- (5) Picking up hitchhikers and giving rides to strangers are both prohibited when operating either a Government motor vehicle or a privately-owned vehicle while on official business. Employees who wish to transport non-official passengers must obtain prior permission from their supervisor, who may prescribe additional conditions or procedures to prevent the abuse or misuse of Government-owned or -leased vehicles.

3.14 Use of Government Passenger Carriers for Home-to-Work Transportation

Approval must be granted by the Secretary of the Interior prior to the use of Government passenger carriers for home-to-work transportation. Detailed instructions are prescribed in Section 11 of Handbook No. 44, Departmental Release Number 410-15, dated November 26, 1997 and the Federal Management Regulation, Subchapter A, Part 102-5.

-----*End of Director's Order*-----